



# Franchise Tax Board Compliance Representative

Open Only 8619 7PB22

## Filing and Processing Information:

### Continuous Filing and Testing

This is an open, continuous examination. Applications will not be accepted on a promotional basis. Applicants who meet the minimum qualifications may apply for and take this examination at any time, provided they do not have current list eligibility. Meeting the minimum qualifications to compete in the Compliance Representative examination does not assure placement on the eligible list. Competitors must successfully pass the examination

## How to Apply:

You may apply and take the examination on the Internet by connecting to the State Personnel Board (SPB) web site at [http://www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm) OR [https://forms.spb.ca.gov/crftb/user\\_login.cfm](https://forms.spb.ca.gov/crftb/user_login.cfm)

Follow the online instructions. Please note that the Internet system will be unavailable on Tuesdays between 7:00 a.m. and 1:00 p.m., Pacific Standard Time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time, as your record will **NOT** be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

**Internet Access:** If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Franchise Tax Board for this information. The State Personnel Board and the Franchise Tax Board do not maintain an up-to-date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you.

Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

**DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE COMPLIANCE REPRESENTATIVE EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.**

## Requirements for Admittance to the Examination:

Applicants who meet the minimum qualifications as indicated in [Minimum Qualifications Description](#) may apply and take this examination at any time.

## Monthly Salary:

Range A: \$3,106.00 - \$3,425.00  
Range B: \$3,204.00 - \$3,708.00  
Range C: \$3,841.00 - \$4,670.00

**Note:** Current salary levels and placement/movement in the appropriate salary range(s) (there may be more than the listed salary ranges for a given class) should be confirmed with the hiring department upon receiving a job offer. The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

## Special Testing Arrangements:

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: (800) 735-2929, for voice phones: (800) 735-2922.

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**Training and Experience Evaluation**

Interviews will not be held. This examination will consist of a Training and Experience Evaluation weighted 100%. Candidate who do not meet the minimum qualifications will not be placed on the resulting employment list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%****A. Knowledge of:**

1. Basic accounting practices
2. Types of business organizations
3. Basic business practices and management; and
4. Commercial law

**B. Ability to:**

1. Apply the required knowledge
  2. Communicate effectively
  3. Interpret and apply provisions of California laws, rules, and regulations administered by the Franchise Tax Board
  4. Analyze situations accurately and take effective action
  5. Use tact and good judgment in dealing with the public under stressful conditions
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**Eligibility List Information**

An open, merged eligibility list will be established for the Franchise Tax Board. Names of successful competitors are merged on the eligible list in order of final scores regardless of test date. Individual eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retest to re-establish eligibility.

**Veterans Preference:**

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

**Career Credits:**

Do not apply.

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**Questions?**

If you have any questions concerning this announcement, please contact:

State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814  
(916) 653-1502, TTY (916) 654-6336, or via  
California Relay (Telephone) Service: (800) 735-2929, (800) 735-2922 (Voice)

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**General Information**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**Veterans Preference:** California law limits the granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credits in open examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.

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**AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. Rev 06/08/2007**